

~~RESTRICTED~~

17 January 1951

MEMORANDUM FOR: Acting Asst. Director, Office of Intelligence Coordination

SUBJECT: Request for Table of Organization Increase.

1. The attached Form No. 30-20, Request for Increase in Table of Organization, has been designed for use by all offices where requesting table of organization increases. Requests for table of organization changes other than increases may be requested by informal memorandum as heretofore.

2. Procedure:

a. The form is to be submitted in single copy only.

b. The personal approval of the Assistant Director or Office Chief concerned is to be noted on the form.

c. The section "Degree of Urgency" should include a brief statement to explain the urgency, if requested.

3. Each request for table of organization increase must be accompanied by the usual justification or explanation which normally should include:

a. Reason for requested increase such as,

(1) New or changed functions

(2) Increased workload

(3) New workload generated by another Agency office.

b. The approval of the Classification and Wage Administration Branch, Personnel Division, whenever possible.

1 Incl.
(Form No. 30-20)

HS/HC-85
Item 5

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NOTE: Submit this form in original only.

FROM:		THIS DATE	
TO:		CLEARANCES:	
DEPUTY DIRECTOR FOR ADMINISTRATION		<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
THROUGH:			
Advisor for Management		<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR
Personnel Director		<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR
Comptroller		<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR
Initials			
It is requested that an increase in the present T/O of the _____ be approved for _____ new positions. <small>BRANCH: DIVISION OR</small>			
<small>OFFICE</small>	<small>NUMBER</small>		
The current status of the T/O for this organizational segment is as follows:			
Present T/O - - - - -			
On Duty - - - - -			
In process and awaiting EOD - - - - -			
Proposed (new T/O) - - - - -			
Funds (are) (not) available.			
Degree of urgency: (Reference attached justification)			
SIGNATURE OF ASSISTANT DIRECTOR OR OFFICE CHIEF			

TRANSMITTAL SLIP		
Jan. 18, 1951 DATE		
TO: Actg. Asst. Dir. for Intell. Coordination		
BUILDING	ROOM NO.	
REMARKS: <i>File</i>		
FROM:		
BUILDING	ROOM NO.	EXTENSION
FORM NO. 36-8 SEP 1946		